

**Utah Division of Wildlife Resources
Request for Proposals(RFP)
Wolf Management Plan Working Group**

Background:

The Utah Division of Wildlife Resources (Division) is a State of Utah government agency that employs approximately 440 FTE's. The mission of the Division is to protect and enhance the wildlife populations in the state. In performing this mission many inherent conflicts occur between the various public interest groups. The Division is structured with five regional offices and a headquarters office in Salt Lake City.

In August 2002, the U.S. Fish and Wildlife Service confirmed that a Gray wolf had moved into Utah and was responsible for killing livestock in Rich County. In November 2002, a coyote trapper in Morgan County inadvertently caught a radio-collared wolf. That wolf was transferred back to the Yellowstone region, where it originated. After these occurrences there was much debate about wolves by Utah citizens that was publicized through a variety of media sources. The Utah State Legislature passed three items related to wolves in Utah in the 2003 Legislative Session. The Division now plans to develop and implement a Wolf Management Plan that will incorporate House Resolution 12, the Utah Wildlife Code, and pertinent federal regulations.

The Utah Wildlife Board has selected 13 members (that may increase to 15) that represent various interests related to wolves in Utah for a wolf-working group. This group will be charged with developing the framework and perspective for the Wolf Management Plan. This Request for Proposals is for a consulting effort that will help facilitate this diverse group as they meet this charge. The Division will then finalize the plan to be presented to the public through the Regional Advisory Council and to the Wildlife Board for approval.

Minimum requirements of Offerors:

The minimum requirements of any offeror will include the following:

1. Demonstrated experience in facilitation of State or Federal Wildlife agencies or Natural Resource agencies working groups that deal with wildlife resources, and the public that interact with the resources and staff of those agencies.
2. A local staffing presence that will be available for meetings on a monthly basis and also that can be available within a 24 hour window to meet with the Division director or his deputies per the RFP requirements.

Pre-bidder's Conference

Any individual or business that intends to submit a proposal must attend a mandatory pre-bidders conference on June 19, 2003. The location of the pre-bidder conference will be Room 1050 at the Department of Natural Resources Complex, at 1594 West North Temple, Salt Lake City. Utah. Please contact Becky Johnson at 801-538-4705 with any special meeting needs. At this conference the Division will provide clarification of the requirements of this RFP.

Analysis of Offerors

Offerors will not be evaluated on price alone but will be evaluated by a committee that will apply a weighting to each proposal based on the following process.

Upon submission of proposals the Division will score all proposals based on the following criteria.

1. Staff performing the facilitation effort: 30%
2. Experience with facilitation of natural resource work groups including references: 40%
3. Price for services: 30%

The offerors with the top five cumulative scores will be asked to make an oral presentation on July 15, 2003. The location of the bidder conference will be Room 1050 at the Department of Natural Resources Complex at 1594 West North Temple, Salt Lake City, Utah. Please contact Becky Johnson at 801-538-4705 with any special meeting needs.

The offerors that make presentations will be further scored on:

1. Approach – Detail the process that will be used in the facilitation and the proposed structure for the public scoping meetings– 50%
2. Understanding of Issues Related to Wolf social/ecological interaction – 50%

The scores from the oral presentations will be added to scores from the initial evaluation. The highest overall score will be awarded the contract.

Reference Data:

If needed, additional research data is available from the Division to provide background data and legislation that relates to wolves in Utah. This data can be found at <http://wildlife.utah.gov/wolves/docs/>

- 1) Resolution – Both State Legislative and Tribal
- 2) 4-D Rule Summary
- 3) Kevin Conway Letter to the Wildlife Board
- 4) Three pertinent Utah Code Citations
- 5) Wolf White Paper
- 6) USU Wolf Report

Contract Pricing:

There will be a maximum funding amount of \$50,000 per year. The price that offerors will submit will be an amount per meeting. The offeror will bid a per-meeting fee for each of the two types of meetings.

1. The per meeting fee for public scoping meeting in the development and review of a draft plan – These statewide meetings are for the purpose of receiving broad public input on the draft

plan and to better understand the concerns of the constituents. This fee will include the amount of time to plan and organize, staff and conduct the facilitation of the meeting, prepare and print the public comments from the meeting, and address any follow up issues that come from the meeting. The Division will pay for any costs for printing, food, vehicle mileage, and facilities costs of these meetings in accordance with State Finance Guidelines. There will not be more than 5 meetings. The per meeting fee will also include time that will be spent with the Division Director and staff to discuss the status of the meetings. Although they may vary, the length of the meetings will be approximately 3 hours and the debriefing time to the Division or staff will average two hours per meeting. Planning and organization time per meeting will depend on the contractor and the specific issues at hand. The Division will not provide any direct staff support to these meetings but will have Division employees on hand to observe public comments.

2. The per meeting fee for facilitation of Wolf Management Plan Development – This fee will include the amount of time to plan and organize the meeting, staff and conduct the facilitation of the meeting, prepare and print the minutes from the meeting, and address any follow up issues that come from the meeting. The division will pay for any costs for printing, food, vehicle mileage, and facilities costs of these meetings in accordance with State Finance Guidelines. There will not be more than 12 meetings per year. Some months may have more than one meeting while others may not have a meeting. The per meeting fee will also include time that will be spent with the Division Director to discuss the status of the meeting and the direction and accomplishments of the group. Although they may vary, the length of the meetings will be approximately 8 hours and the debriefing time to the Division or staff will average two hours per meeting. Planning and organization time per meeting will depend on the contractor and the specific issues at hand. The Division will not provide any direct staff support to these meetings but will have Division employees that will serve as technical advisors.

Travel costs incurred by the successful offeror within a 50 mile radius of the Salt Lake Office of the Division of Wildlife Resources (1594 West North Temple) will not be reimbursed and should be factored into the bid. Travel required out of the Salt Lake Area will be reimbursed in accordance with state travel guidelines and per diem rates. Material costs for items such as printing costs, handouts, and other agreed upon and required costs will be reimbursed on an actual cost basis. The Division will provide those materials where possible and practical.

Billings will be prepared on a monthly basis and submitted to the Division.

Contract Period:

Base Contract Period - July 20, 2003 – July 19, 2004
Optional One Year Period – July 20, 2004 – July 19, 2005

Agency Contact:

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